



Medical Marijuana Registry

4300 Cherry Creek Drive South, Denver, CO 80246-1530 • 303-692-2184

Email: medical.marijuana@state.co.us • Website: www.cdphe.state.co.us/hs/medicalmarijuana

Update for Medical Marijuana Centers ~ October 2011

Thank you for working with the Colorado Department of Public Health and Environment's Medical Marijuana Registry to ensure Colorado's residents receive quality care. This update provides information about recent regulations and policies related to the Medical Marijuana Registry.

Annual Renewals: The Registry is anticipating a high volume of annual renewals in the next few months. The renewal process is the same as for new applicants. Applicants are encouraged to begin the process 45 – 60 days before their card's expiration date. Applicants should not send in applications more than 60 days before their expiration date. Applications received more than 60 days prior to the expiration date are rejected. The \$90 application fee is cashed by the Registry. Applicants who choose to submit a new application within the 60-day window will have to pay an additional \$90 fee.

New Forms: Many of the Registry's patients have high risk factors for low literacy and reduced comprehension due to chronic pain and long-term illness. To improve readability and accuracy rates, the Registry is conducting an extensive literacy and readability review of its forms, website and other written materials. **New application packets and forms will be posted in October** on the Registry's website. See page 2 for a list of new forms that promote easier understanding and user-friendly access, including the ability to fill forms out electronically. Blue ink is no longer required on forms.

Application Denial Process: The Registry is now enforcing a new application denial process to reduce excessive processing time and personnel expenses. Per Colorado Board of Health regulations, the Registry will deny an application "if the department has twice rejected the patient's application, and the applicant's third submission is incomplete. If the department denies an application, then the applicant may not submit a new application until six months following the date of denial and may not use the application as a registry card."

Verifying Patient Paperwork Status:

Confidentiality laws prohibit the Registry from sharing patient information with anyone other than the patient. If a patient submitted paperwork to the Registry, and it has been more than 35 days since submission, encourage the patient to contact the Registry at medical.marijuana@state.co.us or 303-692-2184. Please do not encourage patients to submit a Report of Lost, Stolen or Damaged Card, unless they have actually had the cards and lost them. *No form other than a new application packet may be used as proof of a registry card.*

Fee Waiver Process: The Registry now offers a fee waiver to patients whose household income is at 185% of the Federal Poverty Level or less. To apply for a fee waiver, patients must submit a Request for Fee Waiver/Tax-Exempt Status (form #MMR1010) with their application packet. Patients who already have their registration card, may also use this form to apply for tax-exempt status. The chart below indicates the annual household incomes, adjusted for family size, that qualify for a fee waiver.

**Household incomes at 185% of
2011 Federal Poverty Guidelines***

| # in Family | Annual Income |
|-----------------|---------------|
| 1 | \$ 20,146.50 |
| 2 | \$ 27,213.50 |
| 3 | \$ 34,280.50 |
| 4 | \$ 41,347.50 |
| 5 | \$ 48,414.50 |
| 6 | \$ 55,481.50 |
| 7 | \$ 62,548.50 |
| 8 | \$ 69,615.50 |
| Each additional | \$ 7,067.00 |

Source: *Poverty guidelines are updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).

New Registry Cards: On October 5, the Registry began issuing new cards with additional security features as part of its on-going fraud prevention efforts. Beginning with card number B42150, Registry cards are now one-half an inch larger and have a heat-sensitive mountain scene on the back that disappears when touched.

Fee Reduction Hearing: The Board of Health will hear public comment and vote on the Registry's proposal to reduce the application fee from \$90 to \$35 on November 16, 2011. The Board of Health Hearing will be at the Colorado Department of Public Health, 4300 Cherry Creek Drive South, Denver, CO. For more information on Board of Health meetings visit www.cdphe.state.co.us/op/bh/.

Accepting Applications as Registry Card:

Effective July 1, 2011, Colorado Revised Statute 12-43.3-402. Medical marijuana center license rules were amended to allow Center's to accept copies of new applications as temporary proof of registry. To accept paperwork, the patient must provide the following:

- A **new** application packet including the application and physician's certification. Patients may not show renewal paperwork as proof of registry.
- A certified mail return receipt with a mailing date no more than 35 days old.
- A valid picture ID that matches the name on the application.

Per Board of Health regulations: "If the Purchaser presents a copy of his or her application at the time of purchase, the employee must contact the Department of Public Health and Environment to determine whether the purchaser's application has been denied."

Due to a high volume of applications and calls, the Registry is not currently able to respond by phone to requests for patient status verification. Center employees may check denial status on the Registry's website. Select the Medical Marijuana Centers tab for a table listing currently denied applications by certified mail receipt.

Timely Submissions: Encourage patients to submit applications as soon as possible after the physician signs the Physician Certification. Patients have 60 days from the date of the physician's signature to submit a complete, accurate application to the Registry. If the physician's signature is more than 60 days old when the Registry receives the application, the form is void. The patient will have to get a new Physician Certification and re-submit paperwork within 60 days, to avoid additional fees.

Tips for Improving Application Accuracy: Encourage your clients to read all of the instructions on the form before completing it. Following are a few of the most common mistakes on applications. Please feel free to pass this information on to clients.

- ☐ **Incomplete Information:** Many forms are rejected because patients did not answer required questions, or provided only partial information. Encourage patients to review responses for completeness and accuracy.
- ☐ **No Error Corrections:** If a mistake is made on the form, complete a new one. Do not write over, white-out or cross-out information. This will void the form.
- ☐ **Proper ID:** Patients must submit a copy of their photo ID with every form. If the patient does not have a Colorado ID, proof of residency must also be submitted. The ID and proof of residency must be current and clearly readable with no labels, marks or other modifications.
- ☐ **Legal Name:** Make sure the name on the Application and the Physician's Certification matches the name on the patient's photo ID.
- ☐ **Notary:** Many forms have been rejected because the date of the patient's signature was not the same as the date of the notary's signature.
- ☐ **Physician Certification:** Physician Certifications can only be accepted from physicians for whom we have a current copy of the DEA Certificate on file. Encourage patients to ask their doctor to verify his/her DEA Certificate is current or to fax a copy to 303-758-5182.
- ☐ **Form of Payment:** The Registry does not accept temporary checks or cash. Patients must submit a check or money order made out to CDPHE. If the patient sends a third-party check, it must have the patient's name in the reference/memo line.

| Forms available at: www.cdphe.state.co.us/hs/medicalmarijuana | |
|--|--|
| Form # | Form Name |
| MMR1001 | Application for Registration Card (Adults, 18 and older) |
| MMR1002 | Medical Marijuana Registry Card Application for Patients Under 18 Years of Age |
| MMR1003 | Change of Patient Records |
| MMR1004 | Report of Lost, Stolen or Damaged Registry Card |
| MMR1005 | Request for Patient Information |
| MMR1006 | Voluntary Caregiver Registration |
| MMR1007 | Request to Surrender Registry Card |
| MMR1008 | Removal from Voluntary Caregiver Registry |
| MMR1009 | Caregiver's Patient Limit Waiver |
| MMR1010 | Request for Fee Waiver/Tax-Exempt Status |
| MMR 1011 | Change of Homebound Status |

For more information, please visit: www.cdphe.state.co.us/hs/medicalmarijuana.
The Registry is not affiliated with any privately operated club, organization, or dispensary.